



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
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PENSACOLA, FLORIDA 32509-5204

Canc: NOV 04

IN REPLY REFER TO

NETPDTCNOTE 1616

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JUN 08 2004

NETPDTC NOTICE 1616

Subj: **PREPARATION AND SUBMISSION OF ENLISTED FITNESS REPORTS
FOR E-7 AND E-8**

Ref: (a) BUPERSINST 1610.10

1. **Purpose.** To issue a submission schedule for E-7 and E-8 enlisted fitness reports.
2. **Background.** Reference (a) provides a schedule for submitting periodic enlisted fitness reports for paygrade E-7 and E-8 to COMNAVPERSCOM (NPC-311) on the reporting date of 15 September 2004. Reports must cover the entire period since last report.

3. **Action**

a. Reference (a) contains guidance on the technical instructions for preparation of enlisted fitness reports and is available for review in the Military Services Office (MSO) or Internet www.bupers.navy.mil/.

b. Submission schedule.

15 Jun:	SMEs submit fitness report to LCPO's
15 Jun - 18 Jun:	Departmental LCPO's smooth fitness reports and prepare packages for leveling board
21 Jun - 25 Jun:	E-8 leveling board
28 Jun - 09 Jul:	E-7 leveling board
12 Jul:	Command Master Chief briefs and submits fitness reports to N3 Division Officers
02 Aug:	Division Officers submit fitness reports to N3
23 Aug:	Fitness Reports to Commanding Officer for signature


P. M. RICKETTS

Distribution: (NETPDTCINST 5216.1H)
List I & II